

**OFFICE OF SCIENCE & TECHNOLOGY**  
**OD & DOD Meeting Request Form**  
**Updated: 2.4.16**

*Please hand deliver a signed hard copy of this request to Jeanette Martin or send a signed electronic pdf copy of this request to Jeanette Martin and cc: Octavia Conerly.*

1. Please schedule for:  
Office Director Southerland? ☒  
Deputy Office Director Lape? ☐
2. Suggested title for the Subject line of the meeting: Washington and Idaho Gut-Check Meeting
3. Purpose of the meeting: To discuss RSC changing for Washington and implications for Idaho
4. Division Director's Signature \_\_\_\_\_
5. Briefing Point of Contact (POC):  
Name: Erica Fleisig  
Phone number: 202.566.1057
6. Date staff will be prepared for the meeting: Thursday, August 18, 2016

Briefing must occur no later than: Thursday, August 18, 2016

Preferred length of meeting (choose one):

30 minutes ☐

50 minutes ☒

7. Invitees:

Mandatory: Dan Opalski, Ethan Shankman, Steve Neugeboren, Allyn Stern, Sara Hisel-McCoy, Jim Keating, Corey Buffo, Erica Fleisig, Endre Szalay, Matt Szelag, Lisa Macchio, Lon Kissinger, Angela Chung, Lee Schroer, Pete Ford, CarolAnn Siciliano, Tony Guadagno, Colleen Flaherty, Jamie Strong, Betsy Behl, Tanja Crk, Andrew Byrne, Bruce Schillo, Glynis Hill, Bob Cantilli, Kate O'Mara, Lauren Maher, Lisa Castanon, Cara Steiner-Riley, Courtney Weber

Optional (include OST's Special Assistant, *Octavia Conerly*): Octavia Conerly,

8. Conference Line Information:

CALL IN NUMBER:  Ex. 6 Personal Privacy (PP)

CODE:  Ex. 6 Personal Privacy (PP)

*(Please note that the meeting's POC is responsible for enabling the phone lines prior to the start of the meeting. If the OD's conference line information is used, the line will be opened for you.)*

ADDITIONAL INSTRUCTIONS:

Briefing materials are due to Octavia by 3pm the day before the scheduled briefing. The briefing material will be attached to the meeting invite and available to all meeting invitees. NOTE: Copies of the briefing materials will not be provided by OST/IO; if copies are desired, the POC will be responsible.